

Governor's Commission on Minority and Women's Business Enterprises

IGCS, Conf. Room C, 302 W. Washington St., Indianapolis, IN 46204

Monday, December 9, 2019 | 1:02 p.m. EST

Meeting Minutes

I. Call to Order

Chairman Wilson called the meeting to order Monday, December 9, 2019 at 1:02 p.m. EST.

II. Roll Call

Kesha Rich took roll call. Those members present were:

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| Gregory L. Wilson Chairman | Lesley Crane Indiana Department of Administration – Commissioner | Maia Saprashvili Minority and Women's Business Deputy Commissioner | John Bartlett State Representative |
| Derrick Casson (Designee) Indiana Department of Transportation Representative | Cassandra Wilson Central Representative | Frances Vega-Steele* Northern Representative | Litany Pyle Central Representative |
| Remo Mezetta Central Representative | Rebecca Kubacki Northern Representative | Erin Houchin State Senator | Ellen Dunnigan Central Representative |
| Jean Breaux State Senator | | | |

*Present via teleconference

III. Establish quorum

Having 8 voting members, a quorum was established for the meeting.

IV. State Educational Institution (SEI) Reports

Each SEI gave a brief overview of their overall goals and utilization percentages for the quarter.

The SEIs that presented their reports were:

- Purdue University: MBE: 2.25%, WBE: 2.55%, IVOSB: 0.94%
- Vincennes University: MBE: 0.43%, WBE: 24.24%, IVOSB: 0.04%
- Indiana University: MBE: 3.46%, WBE: 9.31%, IVOSB: 0.31%
- University of Southern Indiana: MBE: 3.90%, WBE: 3,418.33%, IVOSB: 52.99%
- Indiana State University: MBE: 1.30%, WBE: 0.01%, IVOSB: 0.00%
- Ivy Tech Community College: MBE: 9.03%, WBE: 3.84%, IVOSB: 0.82%

- Ball State University: MBE: 0.43%, WBE: 8.80%, IVOSB: 0.11%

Each SEI gave a brief overview of their annual utilization percentages.

The SEIs that presented their reports were:

- Purdue University: MBE: 2.74%, WBE: 4.27%, IVOSB: 0.57%
- Vincennes University: MBE: 0.34%, WBE 10.20%, IVOSB 0.04%
- Indiana University: MBE: 3.50%, WBE: 7.05%, IVOSB: 1.10%
- University of Southern Indiana: MBE: 1.37%, WBE: 5.18%, IVOSB: 0.60%
- Indiana State University: MBE: 1.23%, WBE: 0.48%, IVOSB: 0.37%
- Ivy Tech Community College: MBE: 6%, WBE: 7%, IVOSB: 1%
- Ball State University: MBE: 0.99%, WBE: 1.11%, IVOSB: 0.07%
- The Commissioners had the following comments/questions and recommendations for the SEIs:
 - Commissioners will receive a written explanation about the percentage coverage from ISU
 - Going forward SEIs will report actual to actual and cumulative on their quarterly reports.

V. Disparity Study Report

Dr. Sameer Bawa of BBC Research provided the Commission with an update on the progress of the Indiana Department of Administration Disparity Study.

VI. Deputy Commissioner's Report

Maia Siprashvili, Deputy Commissioner of the Division of Supplier Diversity gave a general overview of 4th quarter 2019. The report included:

- Overview of the creation of the Division, M/WBE participation goals and the three (3) main functions of the Division: certification, contract compliance and business outreach
- Overview of the Division's organizational chart and M/W/VBE participation goals
- Certification review which highlighted the Division's average days to process M/W/VBE certifications remain under the 90 requirement:
 - MBE/WBE certification January 2018 to December 2018 – 30 days; January 2019 to November 2019 – 29 days
 - IVOSB certification January 2019 to November 2019 – 12 days
- Identified the 2020 goals for certification which include: the Electronic Certification project and revisions to the certification application
- Compliance review that identified the continuation of proactively auditing contracts, the authority of IDOA DSD on contract changes, DSD's engagement in pre-proposal meetings, the process for contract amendments, and compiling and verifying State Educational Institutions (SEI) reports
- Identified the 2020 goals for compliance which include: continue collaboration with the IDOA Procurement Division, remain proactive in contract auditing, Preparation Meeting Opportunity workshop, visibility on IDOA's Public Works Division bids and contracts, and improved reporting system on primary and subcontractor participation
- Business outreach update that addressed plans for the 2019 business conference season- ***The Power of Now*** , IVOSB state contracting opportunities, Disparity Study 2020 public informational meetings, and the 2019 Outreach Report
- Identified the 2020 goals for outreach which include the ***2020 Business Outreach Strategy***, Continue hosting or attending events specifically for IVOSBs, more partnerships and joint events, securing sponsorships from SEIs
- Review of the 2020 Disparity Study timeline and projected deliverables

VII. Certification Update

Maia Siprashvili, Maia Siprashvili, Deputy Commissioner of the Division of Supplier Diversity gave a general overview of certification data for the 4th quarter 2019:

- Provided comparative numbers of 2019 3rd quarter to 2019 4th quarter new incoming MBE/WBE applications (70), recertification applications (43), applications completed (75), preliminary denials issued (7), applications denied (2) and average processing time (27.58 days)
- Reported MBE and WBE new applications received and recertification's received 2019 3rd quarter to 2019 4th quarter
- Reported the data for total certified firms: 2019 3rd quarter to 2019 4th quarter
- Reported the data for the number of certified MBE and WBE firms by ethnicity
- Provided comparative numbers of 2019 3rd quarter to 2019 4th quarter new incoming IVOSB applications (16), recertification applications (5), applications completed (15) and average processing time (10.15 days)

VIII. Deputy Director of Business Development and Compliance's Report

Kesha Rich, the Deputy Director of Business Development and Compliance gave a general review of Compliance and Outreach in the 4th quarter of 2019:

- Provided a compliance update that reported 8 INDOT Good Faith Effort Reviews were conducted in the 4th quarter – 8 were granted and 0 were not granted; Division of Supplier Diversity attended 19 pre-proposal meetings and tracked 10 RFP's with MBE/WBE participation
- Reported that there was 3 payment/ utilization issue and 14 subcontractor replacements on statewide contracts
- Reported the payments made to M/WBE subcontractors: MBE \$23,563,152.16; WBE \$22,287,827.47
- Reported the payments made to commitment goals- percentage of spend MBE 5.40%, WBE 5.68%
- Reviewed the Division's outreach activities that detailed 7 outreach events, 1 of which was the 11th Annual Division of Supplier Diversity Business Conference in Indianapolis, IN.
- Discussed the remaining 2020 suggested Commission Meeting dates

IX. Deputy Commissioner of Procurement's Report

Erin Kellam, Deputy Commissioner of Procurement, gave a general overview of procurement report:

- Reviewed the 3rd quarter 2019 certified prime spend data and payments made to prime contractors: Due to a recent PeopleSoft 9.2 update the data for this quarter was not able to be collected and reported.

X. INDOT DBE Program Update

Derrick Cason presented the Indiana Department of Transportation DBE program update. He provided an update on certification, contract compliance and support services. He reported certification statistics, including number of certified firms. He also included updates on current and future INDOT projects in relation to their supplier diversity goals.

XI. Public Comments

PUBLIC COMMENTATORS:
NO PUBLIC COMMENTATORS.

XII. Adjourn

Chairman Wilson adjourned the meeting Monday, December 9, 2019, 4:02 p.m. EST